

Resolve the 'No Show Student' Flag

When a student has confirmed forthcoming participation in your course, please resolve the 'No Show Student' flag raised via the No Show Survey. **If you do not resolve the 'No Show Student' flag, students will be administratively withdrawn from your course 5 business days after survey close.**

1. Log into UMKC Connect.
2. Find the desired student by typing their name into the upper right **Search** box.
3. Click on the student's name to bring up the **Student Folder**.

The screenshot displays the UMKC Connect interface. At the top, there is a blue header with the UMKC Connect logo and a search box containing the text "Becky Bergman". Below the header, there are two main tabs: "MY STUDENTS" and "TRACKING". A row of action buttons is visible, including "Flag", "Referral", "To-Do", "Kudos", "Success Plan", "Message", "Note", "Download", and "Prospective Student". Below these buttons is a search and filter section with fields for "Search" (containing "Student Name, Username, or ID"), "Connection" (set to "All My Students"), "Term" (set to "Active"), and "Cohort". An "Additional Filters" button is also present. The main area shows a table of student records with columns for "Name", "Engagement Score", "Email", "Phone", and "Cell Phone". A student folder overlay is visible on the right side, showing a profile picture and the name "Bergman, Becky" with contact information "bergmanr@umkc.edu" and "01030331". A yellow arrow points from the "Prospective Student" button to the student folder overlay.

Selected: 0 **Displaying 1 - 25 of 628 Students**

4. Click on **Tracking** from the left-hand menu to see all of the student's tracking items.
5. When you hover over the **'No Show Student' Flag icon**, a summary box opens. Click **Resolve**, enter comments as to why the item is being cleared and hit Submit.

The screenshot displays a user interface for tracking student items. At the top, there is a navigation bar with buttons for Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, Appointment, and File. On the left, a vertical menu lists Overview, Info, Success Plans, Academic Plans, Courses, Tracking (highlighted with a yellow arrow), Student Surveys, Meetings, Notes, and Network. The main area shows a table of tracking items with columns for Item Name, Status, Created, Due, and Assign. The 'No Show Student' item is highlighted, and a summary box is open over it. The summary box has tabs for SUMMARY and STUDENT INFO. The SUMMARY tab shows the item name 'No Show Student', the user who raised it, and the date. At the bottom of the summary box, there are buttons for Edit, Comment, Assign, and Resolve (highlighted with a yellow arrow).

Item Name	Status	Created	Due	Assign
Administrative - Drop imminent due to lack of attendance	Active			
Assigned Academic Advisor - Fall Term Withdrawal Survey Indicates Possible Return	Active		08-30-2024	
No Show Student	Active			

SUMMARY | STUDENT INFO

No Show Student
Raised by [User] (08-27-2024)
CHEM-[User]

Edit | Comment | Assign | **Resolve**